

JOB DESCRIPTION AND POSITION CLASSIFICATION

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|---|--|------------------------------|--|-----------------------------|--|------|--|
| CLASSIFICATION | | DWR POSITION NUMBER | | SAP POSITION NUMBER | | MCR | |
| APPOINTEE | | SAP PERSONNEL NO. | | DIVISION/SECTION | | | |
| COLLECTIVE BARGAINING IDENTIFIER Management Related BU: _____ Supervisory Related BU: _____ Confidential Related BU: _____ Rank and File BU: _____ | | | | | | | |
| RESPONSIBILITIES EXERCISED | | IMMEDIATE SUPERVISOR (Print) | | SUPERVISOR'S CLASSIFICATION | | | |
| Supervisory Lead Person | | | | | | | |
| APPROVED BY (Personnel Analyst's Name) | | | | | | DATE | |
| <i>Percent of Time</i> | | <i>Activity</i> | | | | | |
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| SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE. | | | | | | | |
| SUPERVISOR'S NAME (Print) | | SUPERVISOR'S SIGNATURE | | | | DATE | |
| | | ➤ | | | | | |
| EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. | | | | | | | |
| EMPLOYEE'S NAME (Print) | | EMPLOYEE'S SIGNATURE | | | | DATE | |
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| <i>Percent of Time</i> | <i>Activity</i> | | | | |
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